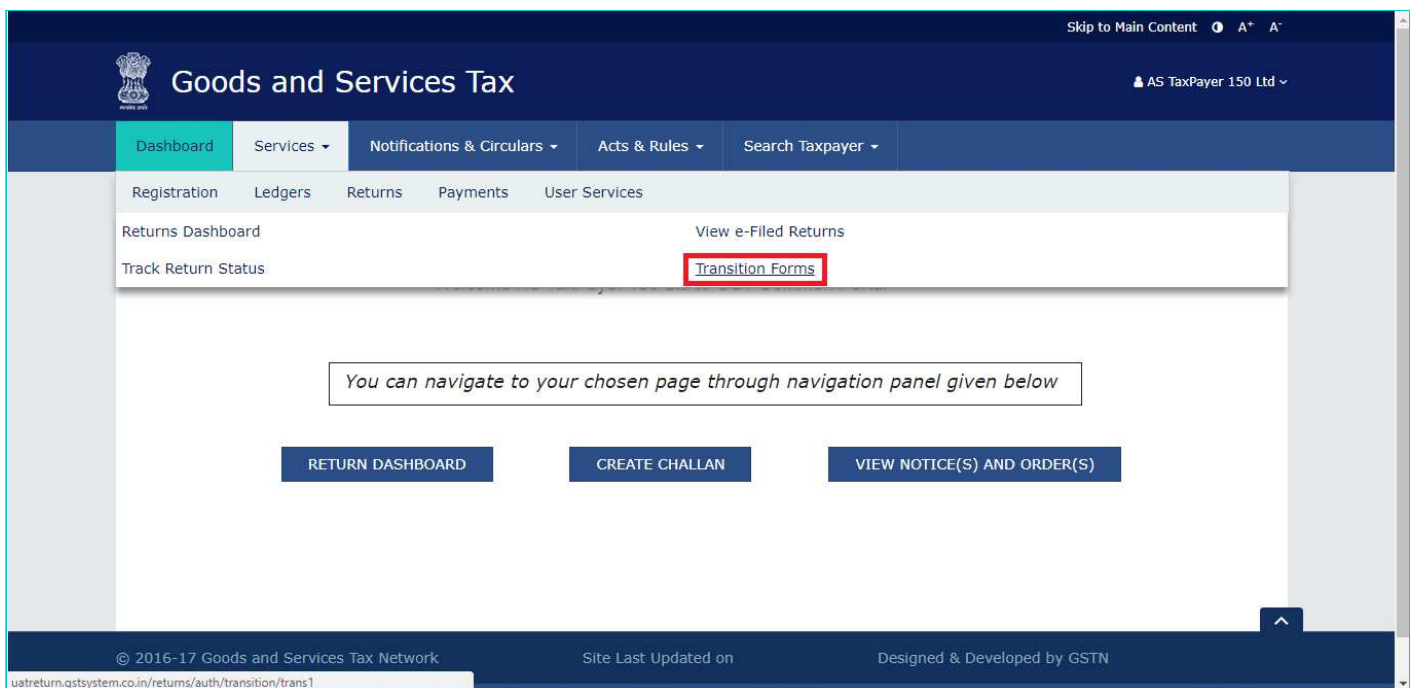


Transition Form GST TRAN - 3

1. I am a Dealer. I want to claim ITC on the basis of the Credit Transfer Document (CTD) issued by Manufacturer. How do I file the details of CTD? OR I am a manufacturer. I have issued CTD to my dealers. How do I fill the details of CTD issued to my dealers?

To fill information about Credit Transfer Document (CTD) in Form GST TRAN - 3 form, perform the following steps:

1. Login the GST Portal available at <https://www.gst.gov.in/> using valid credentials of a registered taxpayer.
2. Navigate to **Services > Returns > Transition Forms** command.



3. In the **Transition Forms** page, click the **TRAN - 3** tab. The **TRAN - 3** page is displayed.
4. Fill details in the Form GST **TRAN - 3**. Filling details include:
 - [a. Adding Details to FORM GST TRAN - 3, as a Manufacturer that has issued CTDs](#)
 - [b. Adding Details to FORM GST TRAN - 3, as a Dealer to claim ITC based on CTDs issued by manufacturer\(s\)](#)

Click the relevant link to view the related step.

Adding Details to FORM GST TRAN - 3, as a Manufacturer that has issued CTDs

5. In case you are a manufacturer and you want to enter details of CTDs issued to dealers, click the **To be filled by manufacturer issuing CTDs** tile. The page will be expanded.

Transition Forms

TRAN-1

TRAN-2

TRAN-3

TRAN - 3

GSTIN - 18AAAAS0150A1Z8
FY - 2017-18

Legal Name - AS TaxPayer 150 Ltd
Status - Not Filed

Trade Name - AS TaxPayer 150 Ltd

To be filled by manufacturer issuing CTDs

To be filled by dealer availing Credit on CTD

Important Message

Once you fill the details in relevant Tables, please submit the Form. Please be informed that once "Submit" button is clicked, **no modification will be allowed.**

☐ I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

SUBMIT

FILE WITH DSC

FILE WITH EVC

6. In the **To be filled by manufacturer issuing CTDs** page, click the **ADD DETAILS** button, the form will be displayed.

Dashboard > Returns > Transition Forms > TRAN - 3 > Manufacturer

English

To be filled by manufacturer issuing CTDs ⓘ

No Records Added.

BACK

ADD DETAILS

7. In the **To be filled by manufacturer issuing CTDs –Add** page enter the details of CTD issued to dealers like GSTIN, No of CTD issued etc. and click the **SAVE** button.

Please note that the GSTIN should be of a valid registered dealer and the name of the dealer will be auto-populated by the system. For each dealer to whom CTD is issued, separate consolidated entry is to be made by the manufacturer.

Dashboard > Returns > Transition Forms > TRAN - 3 > Manufacturer English

To be filled by manufacturer issuing CTDs - Add

GSTIN of the dealer whom CTD is issued *	Name of the Dealer whom CTD is issued	Total No. of CTDs issued *
18AAAS0115A1ZB		10
No. of invoices against which CTDs have been issued *	Total quantity for which CTD issued *	Total value of Goods for which CTDs have been issued *
95	66	₹40,00,000.00
Central Excise duty paid on such goods *		
₹60,000.00		

[BACK](#) [SAVE](#)

8. On successfully saving the details, the message is displayed.

Note: Wait for some time and check again in case the status is shown as **In Progress**.

Dashboard > Returns > Transition Forms > TRAN - 3 > Manufacturer English

To be filled by manufacturer issuing CTDs

Save successful.

Processed Details

Sr.No	GSTIN of the dealer whom CTD is issued	Total No. of CTDs issued	No. of invoices against which CTDs have been issued	Total quantity for which CTD issued	Total value of Goods for which CTDs have been issued	Central Excise duty paid on such goods	Actions
1	18AAAS0115A1ZB	10	95	66	40,00,000.00	60,000.00	Edit Delete

[BACK](#) [ADD DETAILS](#)

You can click the **ADD DETAILS** button to add more details of CTDs issued to other dealers.

You can click the **Refresh** button () on top-right of the page to refresh the details.

You can click the **Edit** button () under **Actions** column to initiate editing the details.

You can click the **Delete** button () under the **Actions** column to delete the details added. Click the **Back** button to go back to the previous page.

9. After adding the details, click the **BACK** button. The **Transition Forms** page is displayed.

Adding Details to FORM GST TRAN - 3, as a Dealer to claim ITC based on CTDs issued by manufacturer(s)

5. In case you are a dealer and you want to claim ITC based on CTDs issued by manufacturer(s), click the **To be filled by dealer availing Credit on CTD** tile.

6. The page will be expanded. In the **To be filled by dealer availing credit on CTD** page, click the **ADD DETAILS** button.

7. In the **To be filled by dealer availing Credit on CTD – Add** page, enter the details of CTDs issued by manufacturers like GSTIN, No of CTD received etc. and click the **SAVE** button. PI note that the GSTIN should be of a valid registered taxpayer and the name of the dealer issuing CTDs will be auto-populated by the system. For each dealer, from whom CTD is received, separate & consolidated entry is to be made by the dealer availing credit.

Dashboard > Returns > Transition Forms > TRAN - 3 > Dealer English

Table to be filled by dealer availing Credit on CTD - Add

GSTIN of the dealer issuing CTDs*	Name of the Dealer issuing CTDs	Total No. of CTD received*
18AAAAS0114A1ZC	AS TaxPayer 114 Ltd	10
No. of invoices against which CTDs have been issued*	Total quantity for which CTD issued*	Total value of Goods for which CTD has been issued*
93	65	₹5,00,000.00
Central Excise duty paid on such goods*	Credit availed by the dealer*	
₹75,000.00	₹40,000.00	

[BACK](#) [SAVE](#)

8. On successfully saving the details, the message is displayed.

Note: Wait for some time and check again in case the status is shown as **In Progress**.

Dashboard Services Notifications & Circulars Acts & Rules Search Taxpayer

Dashboard > Returns > Transition Forms > TRAN - 3 > Dealer English

Table to be filled by dealer availing Credit on CTD

Save successful.

Processed Details

Sr.No	GSTIN of the dealer issuing CTDs	Total No. of CTDs received	No. of invoices against which CTDs have been issued	Total quantity for which CTD issued	Total value of Goods for which CTDs have been issued	Central Excise duty paid on such goods	Credit availed by the dealer	Actions
1	18AAAAS0114A1ZC	10	93	65	5,00,000.00	65,000.00	40,000.00	Edit Delete

[BACK](#) [ADD DETAILS](#)

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You can click the **ADD DETAILS** button to add more details.

You can click the **Refresh** button () on top-right of the page to refresh the details.

You can click the **Edit** button () under **Actions** column to initiate editing the details.

You can click the **Delete** button () under the **Actions** column to delete the details added. Click the **Back** button to go back to the previous page.

9. After adding the details, click the **BACK** button. The Transition Forms page is displayed.

10. Click the **SUBMIT** button to submit the information on the GST portal.

Please note that you cannot modify a submitted form.

Transition Forms		
TRAN-1	TRAN-2	TRAN-3
TRAN - 3		
GSTIN - 18AAAAS0150A1Z8 FY - 2017-18	Legal Name - AS TaxPayer 150 Ltd Status - Not Filed	Trade Name - AS TaxPayer 150 Ltd
To be filled by manufacturer issuing CTDs	To be filled by dealer availing Credit on CTD	
Important Message Once you fill the details in relevant Tables, please submit the Form. Please be informed that once "Submit" button is clicked, <u>no modification will be allowed.</u>		
☐ I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.		
		SUBMIT FILE WITH DSC FILE WITH EVC

11. Click the **PROCEED** button in the Warning box to continue. The status of the Form will be changed to "Submitted" and a success message will be displayed.

12. Authenticate the Form by DSC or EVC. Click the **FILE WITH DSC** button to sign the form using DSC. Alternatively, click the **FILE WITH EVC** button to validate using EVC.

TRAN - 3 has been submitted successfully. ×		
To be filled by manufacturer issuing CTDs	To be filled by dealer availing Credit on CTD	
Important Message Once you fill the details in relevant Tables, please submit the Form. Please be informed that once "Submit" button is clicked, <u>no modification will be allowed.</u>		
☒ I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.		
Authorised Signatory * Select		
		SUBMIT FILE WITH DSC FILE WITH EVC

13. The status of the Form will be changed "Filed". You can track status of the Form by using the **Services > Returns > Track Return Status** service or **Services > Returns > View e-filed Returns** service. Please note that ledgers are not updated based on information filed in TRANS-3.